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(117)

ADMINISTRATION STAFF MEETING

5 April 1951

AGENDA

Office	Subject	Time
Assistant Deputy Director (Administration) (General)	Negative	
Assistant Deputy Director (Administration) (Special)	Negative	
Training	Negative	
Procurement	Negative	
Management	a. Possibility of Standby Status for Secretarial Personnel for Sundays and Holidays	5 min.
	b. Correspondence and Procedure Manual - CIA Regulations	5 min.
	c. Change of Status Reporting	5 min.
Medical	Negative	
Comptroller	Negative	
General Counsel	Negative	
Personnel Director	Negative	
Administrative Services	Negative	
Inspection and Security	Negative	

cc: Deputy Director (Administration)
Assistant Deputy Director (Administration) (General)
Assistant Deputy Director (Administration) (Special)
General Counsel
Chief, Procurement
Director of Training
Chief, Medical
Assistant Deputy (Inspection and Security)
Comptroller
Personnel Director
Chief, Administrative Services

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